

# State of Washington

## Activity Summary By Agency

**Agency: Dept of General Administration****2001-03 Biennium Estimated Expenditures**

<b><u>General Fund</u></b>				<b><u>Annual</u></b>
<b><u>State</u></b>	<b><u>Other</u></b>	<b><u>Totals</u></b>		<b><u>FTEs</u></b>
\$162,459	\$8,005,998	\$8,168,457		79.1

**Activity / Function:** Agency Management/Administrative Support Services**Statewide Category:** Government Administration and Support

**Purpose:** Agency Management provides executive, administrative, financial, information, and human resource services to the Department. The majority of the cost of this agency is billed out to the other state agencies being served.

Other Funds: General Administration Services Account

<b>Activity / Function:</b> Centralized Purchasing Services	\$0	\$14,284,965	\$14,284,965	90.1
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**Statewide Category:** Government Administration and Support

**Purpose:** State law designates the Department of General Administration as the state's central coordinator of purchasing. This activity involves statewide contract management of a broad range of goods and services requested by state agencies, colleges and universities, political subdivisions and eligible non-profit corporations. In addition, the Department operates the state's warehouse and distribution center for supplies needed in daily operations.

Other Funds: General Administration Services Account

<b>Activity / Function:</b> Distribution of Surplus Food and Property	\$245,564	\$4,086,322	\$4,331,886	19.8
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**Statewide Category:** Government Administration and Support

**Purpose:** The Department of General Administration employs methods to dispose of state surplus properties that are efficient and meet legal requirements concerning the use of publicly-owned goods. The program also represents the state with the federal government's surplus property program. The state and federal programs allow state agencies, political subdivisions and not-for-profit organizations to receive state- and federally-owned surplus property such as office supplies, equipment and furniture. Additionally, the program distributes federal and state food to the state's food bank network in order to support local organizations that supply food to those in need.

Other Funds: General Fund-Federal, General Administration Services Account.

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<b><u>State</u></b>	<b><u>Other</u></b>	<b><u>Totals</u></b>	<b><u>FTEs</u></b>
\$651,534	\$40,453,194	\$41,104,728	230.4

**Activity / Function:** Maintenance of Capitol Buildings and Grounds**Statewide Category:** Government Administration and Support

**Purpose:** Olympia is the central headquarters for state government and the Capitol Campus is also a historical landmark with 500,000 visitors per year from around the world. The Department of General Administration maintains and operates state owned buildings and furnishings to protect the heritage of the Capitol Campus, and to provide a safe, healthy environment for state employees who work there as well as the visiting public. General Administration services include operation, maintenance, construction and utilities for nearly 5 million square feet of building space plus 160 acres of grounds. The state General Fund money in this activity supports the Capitol Tour Program. The Department also oversees state-owned parking lots for employees and visitors.

Other Funds: General Administration Services Account.

<b>Activity / Function:</b> Operation of Motor Pool and Mail Services for State Agencies	\$0	\$27,964,615	\$27,964,615	99.0
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**Statewide Category:** Transportation and Infrastructure

**Purpose:** The Department of General Administration manages a central motor pool in Olympia to provide cost-effective transportation, maintenance and repair of state-owned vehicles. Consolidated Mail Services is state government's internal postal service, providing mail services for state agencies and political subdivisions in Western Washington.

Other Funds: General Administration Services Account

<b>Activity / Function:</b> Public Building Energy Efficiency	\$174,576	\$1,771,687	\$1,946,263	13.2
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**Statewide Category:** Government Administration and Support

**Purpose:** This activity was transferred to the Department of General Administration with the elimination of the Washington State Energy Office in 1996. Public Building Energy Efficiency identifies educational needs and assists public agencies to develop energy and resource conservation management plans. Activities include reviewing and approving energy life cycle cost analyses and energy conservation reports for public agencies and school districts, monitoring closure of Institutional Conservation Program projects, and monitoring savings from school districts participating in the Puget Power Conservation Partners Program. The Department also provides information, technical assistance, and consultation on physical plant operation and maintenance issues to state and local governments.

Other Funds: Energy Efficiency Construction Account - State, General Administration Services Account, General Fund - Federal.

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<u>State</u>	<u>Other</u>	<u>Totals</u>	<u>FTEs</u>
\$0	\$33,770,929	\$33,770,929	71.8

**Activity / Function:** Real Estate Management for State Owned and Leased Facilities**Statewide Category:** Government Administration and Support

**Purpose:** The Department of General Administration is responsible for supplying real estate services to state agencies, boards, and commissions. Functions include comprehensive leasing and architectural services, contract management for leased space including parking, the management of state-owned properties off the Capitol Campus, and contracting for the long-term lease, purchase or sale of state-owned properties. Also included is the State Commute Trip Reduction program that provides program support to over 200 state work sites that have implemented programs designed to reduce the use of single occupant vehicle commuting.

Other Funds: General Administration Services Account, State Vehicle Parking Account.

<b>Activity / Function:</b> Risk Management Services	\$0	\$2,541,159	\$2,541,159	16.8
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**Statewide Category:** Government Administration and Support

**Purpose:** The Department of General Administration provides a full range of risk management services to state agencies, including tort claims administration, loss prevention, commercial insurance and self-insurance services. The Office of Risk Management also regulates local government medical benefits, property and liability self-insurance programs. The purpose of these activities is to reduce the state's overall liability and to protect the beneficiaries and assets of local government self-insurance programs. Other Funds: General Administration Services Account; General Fund-Private/Local.

<b>Total Reported:</b>	8	TOTALS	\$1,234,133	\$132,878,869	\$134,113,002	620.2
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